



# भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग II—खण्ड 3—उपखण्ड (i)

PART II—Section 3—Sub-section (i)

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

सं० 36] नई दिल्ली, शनिवार, मार्च 12, 1966/फाल्गुन 21, 1887  
No. 36] NEW DELHI, SATURDAY, MARCH 12, 1966/PHALGUNA 21, 1887

इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह अलग संकलन के रूप में रखा जा सके ।

Separate paging is given to this Part in order that it may be filed as a separate compilation.

## VICE-PRESIDENT'S SECRETARIAT

*New Delhi, the 25th February 1966*

### THE VICE-PRESIDENT'S SECRETARIAT (RECRUITMENT AND CONDITIONS OF SERVICE) RULES, 1966

**G.S.R. 414.**—In exercise of the powers conferred by the proviso to article 309 of the Constitution, and all other powers enabling him in this behalf, the President hereby makes the following rules, regulating the method of recruitment and conditions of service of persons appointed to posts in the Vice-President's Secretariat, namely:—

**1. Short title and commencement.**—(1) These rules may be called "Vice-President's Secretariat (Recruitment and Conditions of Service) Rules, 1966."

(2) They shall come into force on the 1st day of March, 1966.

**2. Definitions.**—In these rules, unless the context otherwise requires,—

- (a) "Vice-President" means the Vice-President of India;
- (b) "deputation" means the temporary transfer or loan of the services of an officer from or to the Secretariat or from any office outside the Secretariat;
- (c) "disciplinary authority," in relation to the imposition of a penalty on an officer, means the authority specified under the Central Services (Classification, Control and Appeal) Rules, 1965, as the authority competent to impose on him that penalty;

- (d) "Ministry of Finance" means the Ministry of Finance of the Government of India;
- (e) "Ministry of Home Affairs" means the Ministry of Home Affairs of the Government of India;
- (f) "officer" means a person appointed to, or borne on the strength of the secretarial staff of the Secretariat;
- (g) "post" means a post in the Secretariat and a post shall be deemed to be, a post in Class I, Class II, Class III or Class IV, according as such post is specified in Class I, Class II, Class III or Class IV, as the case may be, in Schedule I or Schedule II;
- (h) "Private Secretary" means the Private Secretary to the Vice-President.
- (i) "Schedule" means a Schedule to these rules;
- (j) "Secretariat" means the Vice-President's Secretariat;
- (k) "appointing authority" means the authority vested with powers to appoint persons to posts in the Secretariat in officiating or substantive capacities either through direct recruitment or deputation or transfer or otherwise.

**3. Strength and composition of the Secretariat.—**(1) There shall be in the Secretariat—

- (a) such number of permanent posts as are specified in Schedule I; and
- (b) such number of temporary posts of the categories specified in Schedule II as the Vice-President may from time to time by valid order sanction;

Provided that no order sanctioning the creation of a temporary post in Class I, above the rank of Under Secretary, shall be made by the Vice-President except in accordance with the orders made from time to time by the Ministry of Finance and the Ministry of Home Affairs regarding the creation of posts.

(2) The Vice-President may, from time to time, amend Schedule I by increasing or reducing the number of posts specified therein or by adding thereto any new category of posts or posts:

Provided that no such amendment relating to a post in Class I or Class II, shall be made by the Vice-President except in the manner referred to in the proviso to clause (b) of sub-rule (1).

**4. Method of recruitment.—**(1) Recruitment to a post or class of posts shall be made in one or more of the following methods, namely:—

- (a) by promotion of a person already serving in the Secretariat;
- (b) by permanent transfer or deputation of a person serving outside the Secretariat in connection with the affairs of the Union or of a State: or
- (c) by direct recruitment.

(2) The Vice-President may, from time to time, by general or special order,—

- (a) specify the method or methods in which recruitment to a post or class of posts shall be made;
- (b) in the case of recruitment in more than one such method, determine the proportion of vacancies to be filled by each method;
- (c) in the case of direct recruitment, specify the manner in which such recruitment shall be made; and
- (d) relax the upper age limit in the case of candidates belonging to any of the Scheduled Castes or Scheduled Tribes or other categories of persons in accordance with the general orders issued by the Government from time to time.

**5. Qualifications for appointment.—**The qualifications which shall be required for eligibility for appointment to any post by departmental promotion or otherwise shall be such as the Vice-President may, from time to time, by general or special order, specify

**6. Substantive appointment in the service.**—(a) An officer holding temporary or officiating appointment in a post may be appointed by the Vice-President in a substantive capacity in that post or in a lower post if he has worked in such lower post, in accordance with the order of seniority.

(b) Every appointment made in the Secretariat before the commencement of these rules shall be deemed to have been validly made under these rules.

**7. Seniority.**—The seniority of employees shall be determined in accordance with the general rules made from time to time by the Ministry of Home Affairs, or, in the absence of any such rules, in accordance with such rules as may be made by the Vice-President in this behalf after consultation with the Ministry of Home Affairs.

**8. Pay.**—Subject to the provisions of rules 17 and 18,—

(a) the pay or scale of pay attached to each post specified in Schedule III shall be as specified against it in the corresponding column of that Schedule;

(b) the Vice-President may, from time to time, by general or special order and after consultation with the Ministry of Finance, amend any provision of Schedule III.

**9. Probation and confirmation.**—(a) Candidates appointed to posts in the Secretariat either by selection or through competitive examination or otherwise or by promotion, shall be on probation for a period of two years:

Provided that the appointing authority may, at its discretion, take into account—

(i) any period of service rendered by the candidate in posts carrying equivalent or higher responsibilities,

(ii) in the case of a promotee to any post, any period of officiating service rendered by him in that post, for the purpose of computing the said period of two years.

(b) On the completion of the period of probation, the candidates shall, if considered fit for permanent appointment, be confirmed in their appointments subject to the availability of substantive vacancies in permanent posts.

(c) The appointing authority may extend the period of probation specified in clause (a) and, if on the expiration of the period of probation or of any extended period thereof, as the case may be the appointing authority is of opinion that a candidate is not fit for permanent appointment or if at any time during such period of probation or extended period thereof, the appointing authority is satisfied that the candidate will not be fit for permanent appointment on the expiration of such probation or extended period thereof, it may discharge him or revert him to his substantive post or pass such orders as it may think fit, without assigning any reason.

(d) During the period of probation, the candidates may be required by the appointing authority to undergo such courses of training and instruction and to pass such examinations and tests (including examinations in Hindi) as it may think fit, as a condition to the satisfactory completion of the period of probation.

**10. Conditions of service of officers on deputation to the Secretariat.**—An officer while on deputation to the Secretariat may be permitted to retain, to such extent and subject to such conditions as may be specified in any order issued by the Ministry of Finance and Ministry of Home Affairs from time to time, the terms and conditions of service which were applicable to him immediately before his deputation to the Secretariat.

**11. Discipline and Control.**—Every officer shall be governed by the Central Civil Services (Classification, Control and Appeal) Rules, 1965, and shall be subject to the general superintendence and control of the Vice-President.

**12. Conduct of Officers.**—Every officer shall be governed by the Central Civil Services (Conduct) Rules, 1964, and orders made thereunder from time to time by the Ministry of Home Affairs.

**13. Conditions of service of temporary officers.**—Every temporary officer shall be governed by the Central Civil Services (Temporary Service) Rules, 1965, and orders made thereunder from time to time by the Ministry of Home Affairs.

**14. Reservation.**—Reservation of posts shall be made for the members of the Schedule Castes or Scheduled Tribes in accordance with the orders issued by the Ministry of Home Affairs from time to time.

**15. Disqualification.**—(1) No person shall be appointed to a post unless he is--

- (a) a citizen of India, or
- (b) a subject of Sikkim, or
- (c) a subject of Nepal, or
- (d) a subject of Bhutan, or
- (e) a Tibetan refugee who came over to India, before the 1st January, 1962, with the intention of permanently settling in India, or
- (f) a person of Indian origin who has migrated from Pakistan, Burma, Ceylon, Kenya, Uganda or the United Republic of Tanzania (formerly Tanganyika and Zanzibar) with the intention of permanently settling in India;

Provided that a person belonging to category (c), (d), (e) or (f) shall be a person in whose favour a certificate of eligibility has been issued and no such person shall be retained in service for a period exceeding one year unless he has, before the expiry of that period, acquired the citizenship of India.

**NOTE**—A candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Union Public Service Commission or other recruiting authority and he may also be provisionally appointed subject to the necessary certificate being given to him by the Government.

- (2) (a) No person who has more than one wife living or who, having a spouse living, marries in any case in which such marriage is void by reason of its taking place during the life-time of such spouse, shall be eligible for appointment to a post; and
- (b) no woman whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has, a wife living at the time of such marriage shall be eligible for appointment to a post;

Provided that the Vice-President may, if he is satisfied that there are special grounds for so doing, exempt after consultation with the Ministry of Home Affairs any person from the operation of this rule.

**16. Conditions of service.**—(1) In respect of all matters for which no provision has been made in these rules the rules and orders issued by the Central Government from time to time, for officers of equivalent rank, shall apply.

(2) For the purpose of this rule 8 the posts specified in column 1 of Schedule IV shall correspond to the posts in the Central Secretariat or its attached offices specified in the corresponding entries in column 2 of that Schedule.

**17. Regulations.**—Central Government may make regulations not inconsistent with these rules to provide for all matters for which provision may be necessary or expedient for the purpose of giving effect to these rules.

**18. Power to relax.**—The Vice-President may, if he is of opinion that it is necessary or expedient to do so in the public interest, by order and for reasons to be recorded by him in writing relax after consultation with the Ministry of Home Affairs or the Ministry of Finance, as the case may be, any of the provisions of these rules with respect to any class or category of persons.

**19. Repeal and savings.**—Save as otherwise expressly provided in these rules, all rules corresponding to these rules and in force immediately before the commencement of these rules are hereby repealed:

Provided that any order made or action taken under the rules so repealed shall be valid and shall be deemed to have been made or taken under the corresponding provisions of these rules.

20. **Power to remove difficulty.**—If any difficulty arises in giving effect to the provisions of these rules, the Vice-President may, after consultation with the Ministry of Home Affairs or the Ministry of Finance as the case may be, by order, make such directions, not inconsistent with the provisions of these rules, as may appear to him to be necessary or expedient for the removal of the difficulty.

## SCHEDULE I

## A UTHORISED PERMANENT STRENGTH OF THE VARIOUS GRADES

Serial No.	Designation of Post	Number of posts
<i>CLASS I GAZETTED</i>		
1.	Private Secretary . . . . .	1
2.	Additional Private Secretary . . . . .	1
<i>CLASS II GAZETTED</i>		
3.	Section Officer . . . . .	1
<i>CLASS III</i>		
4.	2nd Personal Assistant to Vice-President . . . . .	1
5.	Assistant . . . . .	2
6.	Stenographer, Grade II . . . . .	1
7.	Upper Division Clerk . . . . .	1
8.	Steno-typist . . . . .	1
9.	Lower Division Clerk . . . . .	2
10.	Staff-Car-Driver . . . . .	1
<i>CLASS IV</i>		
11.	Junior Gestetner Operator . . . . .	1
12.	Jamadar . . . . .	1
13.	Daftry . . . . .	1
14.	Peon . . . . .	5
15.	Chowkidar-cum-Farash . . . . .	1
16.	Sweeper . . . . .	1
TOTAL . . . . .		22

## SCHEDULE II

## AUTHORISED TEMPORARY STRENGTH OF VARIOUS GRADES

Serial No.	Designation of Post	Number of Posts
<i>CLASS III</i>		
1.	Reception Officer . . . . .	1
2.	Staff-Car-Driver . . . . .	1
<i>CLASS IV</i>		
3.	Peon . . . . .	1
4.	Bearer . . . . .	1
TOTAL . . . . .		4

## SCHEDULE III

SCALE OF PAY ATTACHED TO THE VARIOUS GRADES OF THE SERVICE  
IN THE SECRETARIAT

## GAZETTED CLASS I

1. Private Secretary to Vice-President of India. Rs. 1100—50—1300—60—1600—100—1800
2. Additional Private Secretary to Vice-President of India. Rs. 900—50—1250.

## GAZETTED CLASS II

1. Section Officer Rs. 350—25—500—30—590—EB—30—800—EB—30—830—35—900.  
*Note.*—An officer promoted to the Section officer's grade shall be allowed a minimum initial pay of Rs. 400/- in this scale.

## CLASS III

1. Assistant . . . . . Rs. 210—10—270—15—300—EB—15—450—EB—20—530.
2. 2nd Personal Assistant to Vice-President. Rs. 210—10—270—15—300—EB—15—450—EB—20—530.
3. Stenographer, Grade II . . . . . Rs. 210—10—270—15—300—EB—15—450—EB—20—530.
4. Reception Officer . . . . . Rs. 210—10—290—15—320.
5. Upper Division Clerk . . . . . Rs. 130—5—160—8—200—EB—8—256—EB—8—280.
6. Steno-typist . . . . . Rs. 110—3—131—4—155—EB—4—175—5—180  
plus Rs. 20/- as special pay.
7. Lower Division Clerk . . . . . Rs. 110—3—131—4—155—EB—4—175—5—180.
8. Staff-Car-Driver . . . . . Rs. 110—3—131—4—155—EB—4—175—5—180.

## CLASS IV

1. Junior Gestetner Operator . . . . . Rs. 80—1—85—2—95—EB—3—110.
2. Jamadar . . . . . Rs. 75—1—85—EB—2—95.
3. Daftry . . . . . Rs. 75—1—85—EB—2—95.
4. Peon . . . . . Rs. 70—1—80—EB—1—85.
5. Chowkidar-cum-Farash . . . . . Rs. 70—1—80—EB—1—85.
6. Bearer . . . . . Rs. 70—1—80—EB—1—85.
7. Sweeper . . . . . Rs. 70—1—80—EB—1—85.

## SCHEDULE IV

<i>Posts in the Vice-President's Secretariat</i>	<i>Equivalent posts in the Central Secretariat.</i>
1. Private Secretary . . . . .	Deputy Secretary to the Government of India.
2. Additional Private Secretary . . . . .	Officers of Grade I of the Central Secretariat Service.
3. Section Officer . . . . .	Section officer of the Central Secretariat Service.
4. Assistants . . . . .	} Posts of Assistants and Stenographers in the Secretariat, excluded from the Central Secretariat Service and the Central Secretariat Stenographers Service, respectively.
5. 2nd Personal Assistant to Vice-President. . . . .	
6. Stenographer . . . . .	

7. Reception Officer	Corresponding posts in the Central Secretariat (Ministry of Works & Housing).
8. Upper Division Clerk.	Officers of Grade I of the Central Secretariat Clerical Service.
9. Steno-typist.	Officers of Grade II of the Central Secretariat Clerical Service.
10. Lower Division Clerk.	Do.
11. Staff-Car-Driver	Do.
12. Junior Gestetner Operator	Junior Gestetner Operators in the Government of India.
13. Jamadar.	Jamadras in the Government of India.
14. Daftiy	Daftries in the Government of India.
15. Peons and Bearers	Peons in the Government of India.
16. Chowkidar-cum-Farash	Chowkidar-cum-Farashes in the Government of India
17. Sweepers.	Sweepers in the Government of India.

[No. 1/9/64-Admn.]

V. PHADKE,

Private Secretary to  
Vice-President of India.

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